

Lincoln Police Department

Career Counseling Checklist

Employee:

Employee #:

Date _____
month/day/year

Team _____ Present Assignment _____

Supervisor _____

☐ In-Service Training Record Reviewed ☐ Available Training Programs Reviewed ☐ SKA Inventory Reviewed & Updated

1. Describe goals and expectations you have in the area of career development. This would include desired job assignment, training, timetable for achievement of goals, etc. _____

2. Please list the specialized units to which you have been assigned during your employment with the department. (Narcotics, TIU, Community Service, FTO, etc.) _____

3. Please list task forces, committees and/or other projects you have worked on during the past year (include tasks in addition to your current assignment/job description – Training Instructor, Labor Management, Safety Committee, etc.) _____

4. Please list community activities in which you have been involved during the past year (human resource agencies, boards of directors, scouts, midget football, Torch Run, etc.) _____

5. What progress have you made in achieving your goals and expectations? What obstacles have you encountered? _____

6. As a result of having advanced your education through college or other training opportunities, please list the classes you have attended, degrees obtained or certificates of completion acquired in the past year. _____

7. Please list your personal accomplishments that you have achieved in the past year. _____

Training needed for employee to achieve his/her goals and supervisor recommendations.

8. Employee requests: _____

9. Supervisor recommendations: _____

10. Additional Comments: _____

Employee's signature

Supervisor's Signature